



HOSA-FUTURE HEALTH PROFESSIONALS INITIATION & INSTALLATION CEREMONY

Overview:

The HOSA Initiation & Installation Ceremony is designed for the HOSA chapter to emphasize the importance of those members who make decisions to select a career in the health professions, enroll in health or biomedical science courses, and be actively involved in a student-led organization with demonstrated success in developing members with the knowledge and skills required of *future health professionals*.

HOSA Advisor. The health or biomedical science instructor is responsible for delivering content to career-minded students who are committed to providing health industry approved content and forming the foundation of a successful career in the health professions. In addition, the health or biomedical science instructor also serves as the HOSA Advisor.

HOSA was launched in 1976 and the organization has become more respected by the health industry as a valued pipeline for recruiting, developing, and retaining future health professionals. To strengthen HOSA's success, HOSA Advisors have learned to implement a unique set of opportunities, experiences, conferences, and recognition *the HOSA Way*!

Purpose of Initiation and Installation Ceremony. It is believed that the more elaborate the Initiation and Installation Ceremony (I&I) at the beginning of the membership year, the greater the probability that students will be more active in HOSA, be more willing to seek an leadership role as a chapter officer, a committee chair, or a committee member, and take greater advantage of other opportunities and experiences, including attending state fall and spring conferences, participating in a competency-based event at the State Leadership in hopes of advancing to the International Leadership Conference.

Who Should Attend the Ceremony? The HOSA Advisor and the I&I Ceremony Committee should engage members of the health professions to attend and participate to reinforce to the members and officers that the health industry supports the HOSA Chapter and its members.

Invited Health Industry Representatives can support the I&I Ceremony in the following:

- Deliver the keynote address to members at Initiation & Installation Ceremony emphasizing the importance of the health industry to the community and their role as health providers. (5-10 minutes)
- Deliver the keynote address to the elected officers and the importance of developing their leadership skills as a future health professional. (5-10 minutes)
- Sponsor printing of the I&I program
- Serve as Sponsors and Hosts for the I&I Ceremony Reception
- Sponsor the venue for the I&I Ceremony (if a venue is not available, the school cafeteria can be used; other venues include: restaurant, university, community college, corporate training center, community center, etc.)

Alumni Involvement. The I&I Ceremony is also an appropriate project for HOSA Alumni members to engage with local chapters. Alumni who are enrolled in undergraduate or graduate programs leading to a health credential would be ideal to be involved.

I&I Ceremony Supplies. The official supplier for HOSA-Future Health Professionals is Awards Unlimited. The following items will be helpful but not mandatory in creating the atmosphere for the I&I Ceremony. The website address is: <https://hosastore.amercommerce.com/chapter-essentials>

- HOSA Gavel and Sounding Block
- HOSA Tablecloth
- HOSA Banner
- HOSA Notebooks (one for each elected officer)
- HOSA Certificate Folder (for each new member and elected officer)

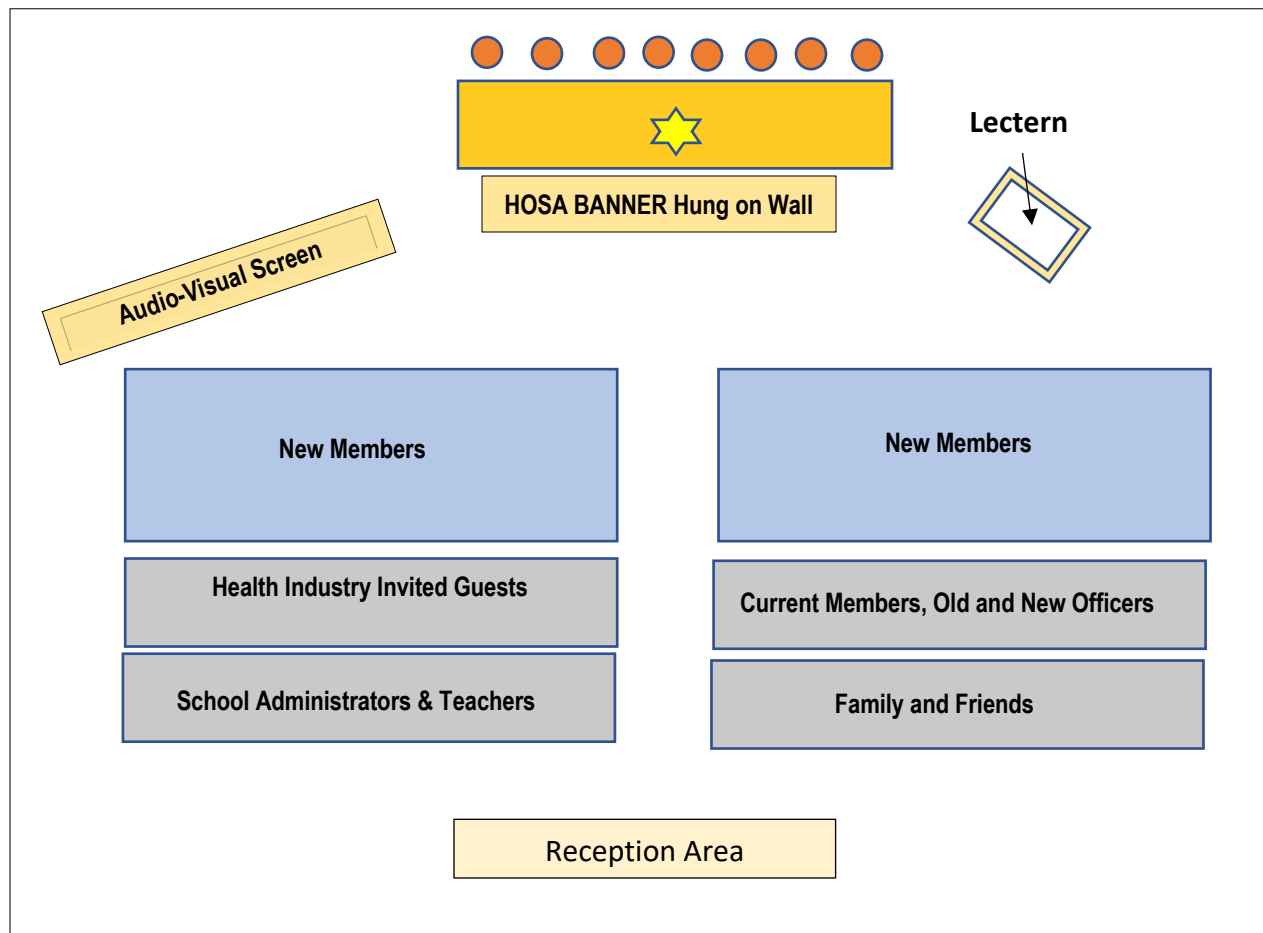
The following can be secured locally:

- Battery-Operated Candles—one for each elected officer
- Simple Table Decorations

The following audio-visual equipment will be helpful to conduct the I&I:

- Computer
- PowerPoint I&I Presentation
- Music with Appropriate Playlist

Suggested Room Layout. The following is a layout that could be used or modified to conduct the I&I ceremony: (See Addendum A for supplies)



HOSA Member Script:

Moderator or Host (last year's HOSA Chapter President; Alumni Member; etc.):

In _____ (insert membership year), HOSA-Future Health Professionals is committed to provide the global health industry with a continuing supply of young leaders in middle school, high school, postsecondary, and collegiate programs of health and biomedical science and to enhance those classrooms with leadership and career development opportunities, experiences, and recognition events to demonstrate students' knowledge and skills-based competencies as they prepare to become Future Health Professionals.

Welcome guests and VIPs and HOSA Advisor.

Speaker. Introduce Health Industry Presenter

Ceremony. (Ask HOSA members to stand)

HOSA members, you have met the requirements of HOSA-Future Health Professionals' membership and, therefore, we congratulate you for your desire to become actively involved in the _____ HOSA Chapter.

Please acknowledge your commitment to the following statements with the response, I will.

New HOSA Members:

- **HOSA's first core value is to *Learn*.** HOSA members are committed to lifelong learning to become respected, knowledgeable, and skilled health professionals. Will you respect the experiences and contributions of your HOSA advisor, health science teacher, health industry representatives, and patients and seek to learn from them?

Please respond: **I will!**

[response]

- **Our second core value is to *Lead*.** HOSA members develop their leadership skills to serve as role models in our academic and CTE programs, profession, associations, and community. HOSA members are ethical, accountable, and trustworthy. Will you use your influence to empower others to strive for excellence?

Please respond: **I will!**

[response]

- **Our third core value is to *Serve*.** HOSA members are dedicated to serving others with compassion. We will be servant leaders. Will you always recognize that others are important, and will you treat them with respect and care?

Please respond: **I will!**

[response]

- **Our fourth core value is to *Innovate*!** HOSA members are dedicated to enriching the lives of others. Will you continuously seek the knowledge and skills to address challenges and improve the health professions?

Please respond: **I will!**
[response]

Moderator: (The HOSA Creed should be displayed on screen or in program book.)
The HOSA Creed is a statement of belief about who you are as a HOSA member. It is a blueprint of how you will live your life and how you will conduct yourself as a future health professional and in the future as a member of the health industry.

New HOSA members, read in unison **The HOSA Creed**.

I recognize the universal need for quality, compassionate healthcare.

I understand the importance of academic excellence, skills training, and leadership development in my career pathway.

I believe through service to my community and to the world, I will make the best use of my knowledge and talents.

I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.

Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of ***HOSA-Future Health Professionals***.

Thank you for your devotion to HOSA's Core Values and the HOSA Creed.

As duly installed members of HOSA-Future Health Professionals, we present you with the following membership card and certificate. (These can be distributed one at a time or at the Reception according to the member number)

1. Membership Card



2. HOSA Membership Certificate



In Closing. It is encouraging to the health professionals with us to know that our organization is committed to recruiting, developing, and retaining students and members to be Future Health Professionals.

Our mission is to empower HOSA-Future Health Professionals to become leaders in the global health community, through education, organization, opportunities, experience, and collaboration.

We seek to empower HOSA members by making them stronger and more confident in selecting a career pathway and taking advantage of the many HOSA opportunities, experiences, responsibilities, projects, competitive events, recognitions, leadership roles, conferences, internships, clinical experiences, and more.

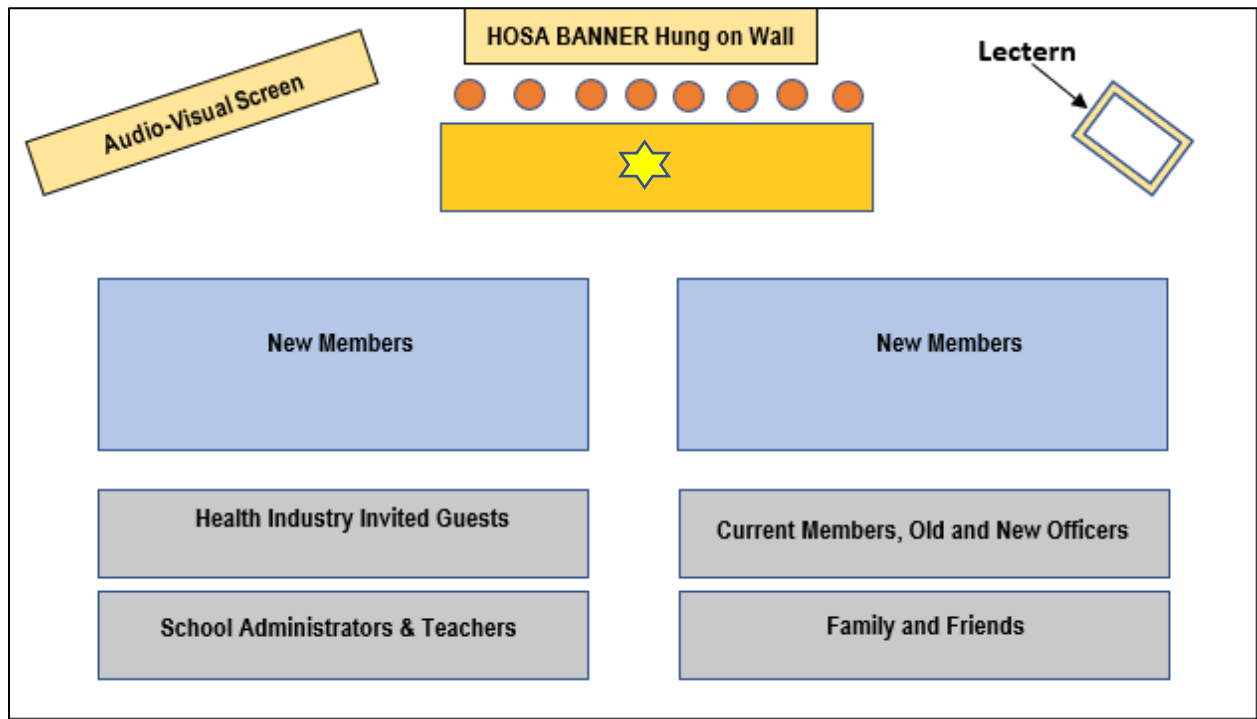
Members become leaders as well as elected officers of HOSA-Future Health Professionals. We must encourage and develop members who are willing to guide and inspire others to achieve success. The health professions need healthcare providers prepared to deliver services and provide leadership for the healthcare team.

It is our pleasure to introduce the 20__ - 20__ elected officers of the _____ Chapter at _____.

INSTALLATION CEREMONY

Directions. The layout (below) for the I&I Ceremonies provides a center table and a podium (right) with one white lighted candle and seven other candles unlighted (total of eight white candles). Each officer is to light a candle to pass on to the new officer. The President passes the last (lighted) white candle.

The outgoing officers are acknowledged in the introductions and stand when called upon. When the Installation Ceremony begins, the newly elected officers move behind the center table in their appropriate location.



INSTALLATION SCRIPT

Moderator. We are pleased to announce and install the officers for the 20__ - 20__ membership year and for each chapter officer to pledge anew his or her personal allegiance to HOSA-Future Health Professionals. This HOSA chapter may render the greatest service to its members, each chapter officer and member should understand the purpose of the organization. Each should keep constantly before him/her the core values of the organization that empower members and officers of HOSA-Future Health Professionals to become leaders in the global health community, through education, collaboration, opportunities, and experiences.

**(Light the first candle)*

This single white candle before us represents **purity of purpose**. The lighting of each of the candles by the newly elected officers is symbolic of the loyalty, commitment, and the potential of the health professions.

Your 20__-20__ Parliamentarian is _____.
(name)

Mr./Ms. Parliamentarian, it is your duty to serve as an advisor to the President on procedural matters. An authority on parliamentary procedures is frequently needed and the Parliamentarian is the source of such information. You are responsible for order at all chapter/state meetings; for courtesies to guests and such new duties that are assigned to you; for regular attendance at meetings and for cooperation with the President. Do you assume this obligation for the membership year to the best of your ability?

(Pause for officer reply.) I do!

Please light your candle.

(Hands candle to the new Parliamentarian and say as the new officer lights the candle from the large candle.)

Parliamentarian _____

As you light your candle, may I remind you that our **circular emblem represents unity**. The symbol of your office, the circle, represents unity and service to all health professions.

Please repeat after me: I, (state your name) / promise to fulfill the duties of my office as Parliamentarian / to the best of my ability.

I now declare you duly obligated and installed as Parliamentarian of _____ Chapter of HOSA-Future Health Professionals.

Your 20__-20__ Social Media Director is _____.
(name)

Mr./Ms. Social Media Director, it is your duty to strive to inform the HOSA members and community of your activities. It is your obligation as Social Media Director to compile the reports of all the activities of the chapter and release them to the press, radio, and television networks as well as social media. You are responsible for all public relations carried on in our HOSA chapter. HOSA cannot be the best kept secret and be effective. Do you assume this obligation for the membership year to the best of your ability?

(Pause for officer reply.) I do!

Please light your candle.

(Hands candle to the new Social Media Director and say as the new officer lights the candle from the large candle:)

Social Media Director _____:

As you light your candle, may I remind you that the symbol of your office is the recognition given to the founding of our organization by highlighting and planning social media strategies on behalf of HOSA-Future Health Professionals to achieve a positive image and reflect the HOSA Chapter's set of goals.

Please repeat after me: I, (state your name), /promise to fulfill the duties of my office as Social Media Director/ to the best of my ability.

I now declare you duly obligated and installed as Social Media Director of the _____ Chapter of HOSA-Future Health Professionals for 20__-20__.

Your 20__-20__ Treasurer is _____.

Mr./Ms. Treasurer, your office is one of **trust, demanding honesty and accuracy**. Your records and books must be kept in such a manner that they may be open for audit at any time. Do you assume this obligation for the ensuing year?

(Pause for officer reply.) I do!

Please light your candle.

(Hands small candle to the new Treasurer and will say as the new officer lights the candle from the large candle.)

Treasurer _____.

As you light your candle, may I remind you that the first core value of our organization is to learn. In your role as Treasurer, you must learn how best to keep the books of the chapter since a HOSA chapter is responsible for paying its financial commitments in a timely manner. There must always be a complete accounting of the financial books and an audit a year's end.

Please repeat after me: I, (state your name), promise to fulfill the duties of my office as Treasurer/ to the best of my ability.

I now declare you duly obligated and installed as Treasurer of _____ Chapter of HOSA-Future Health Professionals for 20__-20__.

Your 20__-20__ Secretary is _____.

Mr./Ms. Secretary, you have been honored by your fellow members with the responsibility of keeping accurate records of all meetings. You have custody of the constitution and bylaws and will have them available at each meeting to be used for reference. You will check and type correspondence and communications. You should provide the President with an agenda for the coming meeting. Do you assume this obligation for the ensuing year?

(Pause for Officer's reply.) I do!

You may light your candle.

(Hands small candle to the new Secretary and will say as the new officer lights the candle from the large candle.)

Secretary _____:

As you light this candle, may I remind you that the symbol of your office is the second core value of HOSA—**to lead**. All officers are expected to lead. Leadership among the elected officers, committee chairs, committee members, and members at large is an essential tool of a future health professional. Regardless of the role in the organization, leadership is essential!

Please repeat after me: I, (state your name), promise to fulfill the duties of my office as Secretary/ to the best of my ability/

I now declare you duly obligated and installed as Secretary of _____
HOSA-Future Health Professionals for 20__-20__.

Your 20__-20__ Vice-President for Member Development is _____.

Mr./Ms. Vice-President, you are expected to work closely with the Chapter Advisor in designing a Member Development Plan that includes all Chapter Members. The first core value of HOSA is **to learn**. It is your responsibility to provide learning opportunities for the entire chapter as well as individual members. You will have to work closely with the Chapter Advisor and interact with all chapter members to understand their career goal and provide opportunities and experiences that will enhance everyone's learning. Do you assume this obligation for the ensuing year?

(Pause for Officer's reply.) I do!

You may light the candle.

(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle.)

Vice-President for Member Development _____.

As you light your candle, may I remind you that the symbol of your office is the core value I learn. HOSA members must be learners – personally and professionally.

Please repeat after me: I, (state your name), promise to fulfill the duties of my office as Vice President for Member Development to the best of my ability.

I declare you duly obligated and installed as Vice President for Member Development of the _____ Chapter of HOSA-Future Health Professionals for 20__-20__.

Your 20__-20__ Vice-President for Community Service is _____.

Mr./Ms. Vice-President for Community Service, do you assume this obligation for the ensuing year?

(Pause for Officer's reply.) I do!

You may light the candle.

(Hands small candle to the Vice President for Community Service and will say as the new officer lights the candle from the large candle.)

Vice-President for Community Service _____.

As you light your candle, may I remind you that the symbol of your office is the third core value, **to serve**.

Please repeat after me: I, (state your name), promise to fulfill the duties of my office as Vice President to the best of my ability.

I declare you duly obligated and installed as Vice President for Community Service of the _____ Chapter of HOSA-Future Health Professionals for 202__-202__.

Your 20__-20__ President-Elect is _____.

Mr./Ms. President-Elect, may I remind you that the symbols of your office are the H-O-S-A letters. Each of these letters alone means very little, but together (HOSA) they represent the strength of our organization. In the same respect, each of your officers are better together they because they provide synergy and can work to carry out the activities and duties of the _____ HOSA organization. I urge you to lead your officers by working together to strengthen HOSA-Future Health Professionals. Do you assume this obligation for the ensuing year?

(Pause for Officer's reply.) I do!

You may light the candle.

(Hands small candle to the President-Elect and will say as the new officer lights the candle from the large candle.)

President-Elect: _____

As you light your candle, may I remind you that you are obligated to devote considerable time to the four core values of the HOSA emblem. You should be a role-model to members and officers in adhering to the core values particularly the to lead value. As President-Elect, it is your responsibility to develop and fine tune your leadership qualities so that you will be prepared to lead this chapter when you become the Chapter President.

Please repeat after me: I, (state your name), promise to fulfill the duties of my office as President-Elect to the best of my ability.

Note: The former President or the Chapter Advisor should install the current President.

Your 20__-20__ President is _____.

Your candle is already lit, may I remind you that the symbols of your office are the HOSA Brand. Examine the Brand carefully because it contains HOSA's history and future.

HOSA represents the history of the organization and what has been learned and accomplished. HOSA is an organization that recruits, develops, and retains qualified students to enhance their personal, leadership, and professional competencies to become a *future health professional*. The chapter is also obligated to collaborate with the health industry and supply future health professionals to be the next generation of health professionals.

I urge you to lead the Chapter's Executive Council and to work collectively in strengthening HOSA-Future Health Professionals. Do you assume this obligation for the 20__-20__ membership year?

(Pause for Officer's reply.) I do!

Please repeat after me: I, (state your name), promise to fulfill the duties of my office as President/ to the best of my ability.

(As the gavel is presented to the President)

I now present you with the gavel of your office and declare you duly obligated and installed as President of the _____ Chapter of HOSA-Future Health Professionals for the 20__ - 20__ membership year.

(The installer returns to his/her chair.)

New HOSA Chapter President.

The new President remains at the podium and provides a closing presentation based on what the 20__-20__ Chapter Executive Council officers want to achieve during their term of office as well as expressing appreciation for those attending the Initiation and Installation Ceremony.

Topics for consideration are:

- Express appreciation to the 20__-20__ Executive Council in what was accomplished in the prior year. Two to three accomplishments could be reviewed briefly at this time.
- Express a sincere thank you to the HOSA Chapter Advisor for guiding the Executive Council and Chapter over the year(s). Share how much this year's Executive Council is looking forward to working closely with the Chapter Advisor.
- Thank the school administrators and teachers present for their support of HOSA-Future Health Professionals and their commitment to helping HOSA members prepare to become Future Health Professionals.
- Acknowledge the role of the health industry in supporting the _____ HOSA Chapter and their involvement in classroom, chapter, community, and conference activities and events. Explain their involvement is crucial to attracting the best students to health science and HOSA knowing the connections available to future health professionals at your school.
- Give special thanks to the parents in attendance for supporting the career goals of their sons and/or daughters to pursue careers in the health professions. And, special thanks for helping chapter members participate in community service projects, fundraisers, fall and spring conferences, as well as the HOSA International Leadership Conference and much more.
- Share with everyone that this year's chapter is committed to an aggressive Plan of Work and fundraising to achieve their personal and chapter's professional development goals.
- Express a commitment by this year's Executive Council, collectively, and as individual officers, to go the second mile to learn, to lead, to serve, and to innovate. And, to make certain that everyone in the chapter has considerable opportunities and experiences to prepare themselves to be the best they can be as they look toward the future as a health professional.
- The evening could be concluded with an inspirational song by a HOSA member, a poem which challenges each member to be the best they can be, or a response from one of the health professionals who will congratulate the quality of leadership that exists at all levels in _____ School or Chapter and how encouraged the health industry is in the next generation of health professionals.
- A brief reception can be available until the Initiation and Installation Ceremony was scheduled to conclude.

ADDENDUM #1

I&I Expenditures

The audio-visual screen (left side of room) will display selected visuals and graphics.

When the doors are opened for guests and honorees to enter, the **HOSA Brand** should be displayed on the audio-visual screen.



The **HOSA Emblem** will also be projected on the audio-visual screen per the script provided in the Initiation & Installation Ceremony.

HOSA Banner. Awards Unlimited supplies a heavy-duty 34" x 47" white reinforced vinyl with sewn edges. Your chapter name will be added at no additional charge.



HOSA Tablecloth. Awards Unlimited markets a full-color tablecloth digitally printed with the HOSA Brand and your chapter name and school.

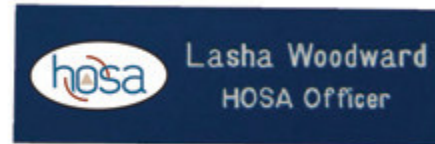
Gavel and Sounding Block.
Awards Unlimited

provides a 10" gavel with a band that can be engraved and a sounding block that matches the wood finish.



The HOSA Notebook offered by Awards Unlimited can be used as a Secretary's Notebook which can contain Official Minutes, Incoming Mail, and Outgoing Correspondence. The HOSA Notebooks can be used by Committee Chairs, Treasurer, and other officers. Plain or lined notebook paper can be purchased at Staples or other office supply stores.

Name Badges. Awards Unlimited offers 1" x 3" attractive name badges for the HOSA Advisor and the HOSA Chapter Officers. The name badge can be customized providing the name and title of the advisor or officer.



Certificate Folder.

The certificate folder can be used to present new members with their membership certificate that acknowledges their membership date and Information regarding the Initiation Ceremony.

The certificate folder could also be used to present newly elected officers with a certificate acknowledging their election of office and information regarding the Installation Ceremony.

The officers could also receive a photo of their participation in the Installation Ceremony.

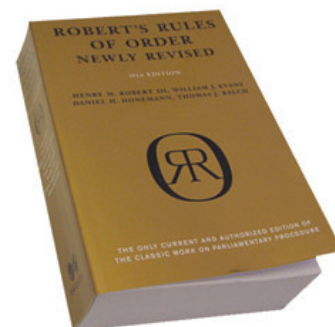
Membership Card. The cards are offered by Awards Unlimited and feature the 2022-2023 theme— **“Beyond All Limits!”** There is a strip on the back of the membership card for the member to provide a signature. The card contains contact information for the International HOSA Headquarters for Future Health Professionals.



HOSA Patches. The patches are offered by Awards Unlimited and can be used to place them on a blazer (or suit). The patch can also be used on a white lab coat.

Robert’s Rule of Order

Robert’s Rule of Order is offered by Awards Unlimited. This reference book is of value to the President and Parliamentarian as well as other officers at various times. In addition, Robert’s Rule of Orders is a vital resource for those participating in the recognition event titled “Parliamentary Procedure.”



ADDENDUM #2 *(Potential Handbook for all new HOSA Members)*

What All HOSA Members Should Know!

As new initiates. There is basic information each HOSA member should know:

- **What was the original name of HOSA?** Health Occupations Students of America
- **What is the current name of the organization?** HOSA-Future Health Professionals
- **What are the major differences between the current and former name?**
 - The term “professionals”
 - HOSA is “international”
 - HOSA prepares members to be “future health professionals.”
 - HOSA is not an acronym—HOSA links us to 1976
- **Where did the six charter states meet for the Constitutional Convention?** Six charter states met in Arlington, Texas in 1976 including Alabama, New Jersey, New Mexico, North Carolina, Oklahoma, and Texas.
- **How many affiliates are there that comprise HOSA International?** There are fifty-four (54) chartered associations, including five international associations: American Samoa, Canada, China, Puerto Rico, and South Korea.
- **What is the corporate name of the organization?** HOSA, Inc. is a non-profit organization with 501(c)(3) federal tax-exemption.
- **What is unique about the governance of HOSA?** HOSA is member-led..
- **Where is the International HOSA Headquarters for Future Health Professionals located?** HOSA Headquarters, located in Southlake, Texas is near the DFW International Airport.
- **Which CTSO exclusively serves the Health Industry?** HOSA-Future Health Professionals is the only Career and Technical Student Organization that exclusively serves students pursuing a career in the Health Professions.
- **Who manages HOSA Headquarters?** An association management firm, Corporate Education Resources, Inc. (CERI), contracted with HOSA, Inc. in 1983.
- **When is the ILC held?** The International Leadership Conference is held annually in late June with 12,000 or more delegates and attendees.
- **Which emblem was retired and will be honored as the first HOSA logo?**



- The first graphic is the emblem worn on the HOSA blazer and reminds members of our four core values—To learn, lead, serve and innovate.
- The second graphic is the HOSA brand which captures a modernistic representation of the circle and triangle of the original logo.
- The third graphic is the original logo submitted by McNairy Central High HOSA, state of Tennessee, in 1978.